

Date: March 26, 2015

To: UVU Board of Trustees

From: Linda Makin, Vice President, Budget, Planning, and Human Resources
Cara O'Sullivan, Policy Officer

Re: Policies Submitted for March 26, 2015, UVU Board of Trustees Meeting

For today's Board of Trustees meeting, the following policy has been submitted for your approval:

Policy 607 *Course-Based Fees for Credit Courses (Temporary Emergency)*

Policy Action: Revision of an existing policy, Policy 607 *Lab and Course Fees*

Sponsor: Jeff Olson

Stewards: Kathren Brown

To assist you in your review of this policy, this cover memo provides a summary of the issues that this policy is intended to address. As established in Board of Regents' Policy 220 and UVU Policy 101, the Board of Trustees' role is to approve or disapprove proposed policies.

Summary of Policy 607

NWCCU Standard 2.D and the Utah State Board of Regents Policy R510 Tuition and Fees require that each institution establish transparent policies on tuition and fees. Since 1998, instructional methods and programs and financial oversight (especially at the regional and federal levels) have changed dramatically at UVU, requiring the institution to update its lab and course fee policy.

In addition, a recent internal audit found that some departments were not spending course and lab fees equal to those collected. There were no cases of improper spending (i.e., spending on non-instructional materials/services), but many departments were not aware of their balances from course fees and had excessive balances. The new policy will require better oversight of funds collected so that excessive balances do not occur and students are not overcharged. The fiscal impact should be minimal but positive for students because the policy will encourage departments and schools/colleges to be judicious and transparent when requesting course fees, require all lab and course fees to be approved by the Course Fee Review Committee, prohibit schools and colleges from using course fees to generate general funds, and to improve oversight of collected lab and course fees.

As a temporary emergency policy, Policy 607 will expire in March of 2016, by which time, a regular policy will be developed and approved.